

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF ADULT EDUCATION AND NUTRITION PROGRAMS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1543

OPERATIONAL MEMORANDUM

TO: Sponsors of the National School Lunch, School Breakfast, and Special Milk Programs

FROM: Maureen Staggenborg, Bureau Chief

DATE: November 18, 2003

**SUBJECT: Operational Memorandum # 06-04
State Match Advance Payment**

State Match advance payments for school year 2003-2004 were calculated and mailed to sponsors of the National School Lunch Program (NSLP) at the end of October. The calculations were based on 75% of the amount of the state match payment that each sponsor received last year. A copy of the list of payment amounts are enclosed for your information. The final payments will be based on actual lunch counts for the prior year and sent out in April 2004. The advance payment and final payment checks will have the following identification information on the check stub:

Public Sponsors: PUBSTMCH 11000-16072
Private Sponsors: PRVSTMCH 11000-16072

Questions regarding this memorandum may be directed to any member of the school nutrition staff.